



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

“Honoring California’s Veterans”

One of the many benefits of working for Veterans Affairs is knowing that you support the Agency’s mission of “Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families”.

CHIEF OF PLANT OPERATION II

Permanent, Full –Time

\$5049-\$6086 Monthly

Location: Department of Veterans Affairs – Fresno

**Temporary office location: 1752 East Bullard Avenue, Suite 101, Fresno, CA 93710
until construction of permanent facility is completed (approximately April 2012).**

**Permanent address: 2811 W. California Avenue
Fresno, California 93706**

Final File Date: Until Filled

Who Should Apply:

Current State employees in this classification or those who are eligible on a certification list, transfers or reinstatement may apply for this vacancy.

NOTE: APPOINTMENT IS SUBJECT TO SROA/SURPLUS PROVISIONS. PLEASE ATTACH YOUR SROA/SURPLUS LETTER TO YOUR APPLICATION AND INDICATE THAT YOU ARE ON SROA/SURPLUS STATUS IN THE “APPLYING FOR” SECTION OF THE STD 678 EXAMINATION/EMPLOYMENT APPLICATION. APPLICATIONS WHICH INDICATE SROA/SURPLUS STATUS WILL BE GIVEN FIRST PRIORITY.

THE SALARY LISTED FOR THIS CLASSIFICATION WILL BE ADJUSTED TO COMPLY WITH THE PROVISIONS OF THE 2010 PERSONAL LEAVE PROGRAM.

If you are not a current State employee or otherwise eligible, you may qualify for a civil service examination based on the minimum qualifications for the classification. To view a current listing of examinations being offered by the California Department of Veterans Affairs, please visit our website at www.calvet.ca.gov, or to view examinations offered by all State departments, please visit the State Personnel Board’s website at www.jobs.ca.gov.

HONORABLY DISCHARGED VETERANS WHO MEET THE REQUIREMENTS LISTED ABOVE ARE ENCOURAGED TO APPLY.

Duties and Responsibilities:

Under the direction of the Assistant Administrator, assign work and inspect the maintenance and repair of the facility’s buildings and structures. Coordinate the work of skilled and semi-skilled employees in installing, operating, and maintaining facility heating, electrical, water, sewage, and other mechanical and building systems.

Supervise the installation, maintenance, and repair of laundry, kitchen, and similar institution structures and equipment.

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Duties and Responsibilities (cont):

Inspect equipment, facility and grounds to determine condition and need for repairs such as carpentry, masonry, painting and landscape work. Maintain blueprints and records of the facility's buildings and infrastructure. Prepare reports, plans for construction and building maintenance programs and such other related activities as may be required. Effectively contribute to the department's Equal Employment Opportunity objectives. May travel to other facilities.

Implement, manage or direct the management of the facility's energy management and recycling programs. Ensure annual compliance with State requirements for these programs and provide status updates to the Administration on an ongoing basis.

Plan and ensure execution of a program of preventive maintenance through the Automotive Equipment Operator II for automotive equipment to ensure all required maintenance is being completed.

Review and maintain departmental budget documents to ensure control of spending and compliance with purchasing guidelines. Make cost estimates of building repairs, maintenance, projects and mechanical installations. Assist in the preparation of Budget Change Proposals (BCP) and Capital Outlay Budget Change Proposals (COBCP).

Participate and provide input to various facility committees including but not limited to Health & Safety, Infection Control, and Quality Assurance. Attend and provide input to weekly Department Managers meetings. Attend facility in-service training and ensure attendance of departmental staff.

How To Apply:

Visit the State Personnel Board (SPB) website at: www.jobs.ca.gov, to download the application. Submit your completed and signed State Application (Std. 678), and resume to: **Department of Veterans Affairs, Human Resources Division, 1227 "O" Street, Room 404, Sacramento, CA 95814, Attn: Jacquie Ruiz, reference position # 577-124-6750-001. To expedite recruitment efforts, please attach a copy of your eligibility/exam results to your application.** All State applications must be postmarked no later than the final filing date.

Note: In the Explanations section on the State application, you must clearly indicate the basis of your eligibility, i.e., list, transfer, SROA, Surplus, Re-employment, Reinstatement or Training and Development Assignment. Failure to do so could result in being rejected from the interview process. In addition, you must reference position # **577-124-6750-001**.

Questions:

If you have any questions, request information concerning this posting, need assistance in the application process, or require any type of Reasonable Accommodation, please contact **Jacquie Ruiz, Human Resources Office, at (916) 653-2535. TDD: (916) 653-1966.**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATION S WILL BE SUBJECT TO SCREENING AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. SUCCESSFUL COMPLETION OF LIVE SCAN AND A PRE-EMPLOYMENT PHYSICAL SCREENING (INCLUDING DRUG TESTING FOR CERTAIN CIVIL SERVICE CLASSIFICATIONS) WILL BE REQUIRED. **577-124-6750-001: 8.25.11**